



CHANGE OF INFORMATION APPLICATION

Please Print or Type

- Use this application to request a duplicate license certificate, change of trade name, change of licensee name, change to legal entity and/or deletion of partner(s).
- Remember to attach all requested documents.

Section 1: Complete This Section For All Requests	1. Licensee Name(s): _____ (As Currently Licensed) 2. Trade Name (dba): _____ Type of License: _____ (Current Business Name) (O, L, F, etc.) 3. Business Address: _____ (Street) (City) (ZIP) 4. Mailing Address: _____ (Street) (City) (ZIP) 5. Telephone Number: _____ (Business) (Home) 6. Check here for a duplicate license certificate <input type="checkbox"/> E-Mail: _____
Section 2: Change of Trade Name	New Trade Name (dba): _____
Section 3: Change of Legal Name	1. New Name: _____ 2. Date of Name Change: _____ 3. Attach a signed copy of legal document(s).
Section 4: Change to Legal Entity (Corp. or LLC)	1. Entity Name: _____ 2. Complete and attach LLC or Corporation Questionnaire. 3. Attach a signed copy modified lease agreement if applicable
Section 5: Deletion of Partner(s)	1. Name of Deleted Partner(s): _____ 2. Attach a copy of the legal document(s) or letter of resignation signed by the deleted partner(s), showing the partner(s) will no longer have an interest in the business. If deleted partner(s) appear on the lease, you must attach a copy of the modified lease agreement.

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Licensee Name: _____ Title: _____

Licensee Signature: _____ Date: _____

1-800-452-OLCC (6522)

www.oregon.gov/olcc